

# NEPHI CITY CORPORATION

## APPLICATION FOR EMPLOYMENT

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING OUT THIS APPLICATION.

*All requested information must be furnished. The information you give will be used to determine your qualifications for employment. It is important that you answer all questions fully and accurately, failure to do so may delay your consideration and could mean loss of employment opportunities. If an item does not apply to you, or if there is no information to be given, please write in the letters "NA" or Not Applicable. You must sign and date this application. (Use typewriter or print clearly in black ink)*

### POSITION:

1. Title or type of position: \_\_\_\_\_
2. Type of employment acceptable: ☐ full-time ☐ part-time ☐ temporary
3. What is the lowest entrance salary you will accept in any position? \$\_\_\_\_\_per month/hour.

### PERSONAL INFORMATION:

4. Name: \_\_\_\_\_ Social Security# \_\_\_\_\_  
(1<sup>st</sup> initial) (2<sup>nd</sup> initial) (Last name)

Address: \_\_\_\_\_  
Street City State Zip code

Home phone: \_\_\_\_\_ Other phone: (specify) \_\_\_\_\_

5. Are you at least 16 but not older than 70 years of age? ☐ yes ☐ no
6. Are you a citizen of the U.S. or are you a lawfully immigrated alien who is legally eligible to to work? ☐ yes ☐ no
7. Have you been convicted of a felony within the last 10 years? ☐ yes ☐ no

If yes, explain: \_\_\_\_\_

*\*Please note: A conviction record will not necessarily be a bar to employment. Factors such as age at time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account.*

8. Do you have any physical, mental or medical impairment that would prevent you from performing the essential functions of the job you are applying for? ☐ yes ☐ no

If yes, explain: \_\_\_\_\_

*\*Please note: Nephi City will make reasonable accommodation for qualified handicapped individuals as required by law.*

9. Do you have a valid Driver's License? ☐ yes ☐ no Number \_\_\_\_\_

Do you have a valid Chauffeur's License? ☐ yes ☐ no Number \_\_\_\_\_

Experience: Begin with your present or most recent job and describe all periods of employment, such as paid (full or part time), volunteer (full or part time), self employment, and/or military service. Account for your time during any intervals of unemployment other than when attending school. Attach additional sheets if necessary, using the same format.

Employer:	From: _____ to _____ Mo. Yr. Mo. Yr.
Telephone:	
Complete address:	Last monthly pay: \$ _____ Hours per week:
Your title:	Supervisors name and title:
Duties:	Reason for leaving or seeking other employment:
Employer:	From: _____ to _____ Mo. Yr. Mo. Yr.
Telephone:	
Complete address:	Last monthly pay: \$ _____ Hours per week:
Your title:	Supervisors name and title:
Duties:	Reason for leaving or seeking other employment:
Employer:	From: _____ to _____ Mo. Yr. Mo. Yr.
Telephone:	
Complete address:	Last monthly pay: \$ _____ Hours per week:
Your title:	Supervisors name and title:
Duties:	Reason for leaving or seeking other employment:
Employer:	From: _____ to _____ Mo. Yr. Mo. Yr.
Telephone:	
Complete address:	Last monthly pay: \$ _____ Hours per week:
Your title:	Supervisors name and title:
Duties:	Reason for leaving or seeking other employment:
Employer:	From: _____ to _____ Mo. Yr. Mo. Yr.
Telephone:	
Complete address:	Last monthly pay: \$ _____ Hours per week:
Your title:	Supervisors name and title:
Duties:	Reason for leaving or seeking other employment:

In addition to the above you may attach your resume to the application.

## **SKILLS AND ABILITIES:**

### **Clerical Skills** (required for clerical positions only)

Mark your current skills and abilities (subject to verification by examination).

- ☐ Type: \_\_\_\_\_ wpm      ☐ Ten-key adder      ☐ Transcribing machine      ☐ PBX  
☐ Shorthand: \_\_\_\_\_ wpm      ☐ Mimeograph      ☐ Computer terminal

Mark the job tasks in which you have experience and ability:

- ☐ Acting as receptionist and answering phone      ☐ Computing with numbers  
☐ Composing correspondence, preparing reports      ☐ Typing tables or graphs  
☐ Filing, sorting, arranging documents

### **Operator Skills** (required for operator positions only)

Mark the equipment and machinery you can operate (your skills may be tested).

- ☐ Asphalt roller      ☐ Diesel truck      ☐ Grader  
☐ Asphalt lay down      ☐ Multi-speed trans      ☐ Trencher  
☐ Asphalt cutter      ☐ Automatic trans      ☐ High-pressure sewer cleaner  
☐ Bucket truck      ☐ Backhoe      ☐ Rodder  
☐ Pickup (standard trans)      ☐ Front-end loader      ☐ Water Pumps  
☐ 10-wheel dump truck      ☐ Street sweeper      ☐ Tapping machine  
☐ Snow plow      ☐ Welder

## **EDUCATION:**

Have you graduated from high school or completed a GED or equivalent? ☐ yes      ☐ no

Name and location of high School: \_\_\_\_\_

If no, circle highest year completed:    1   2   3   4   5   6   7   8   9   10   11   12

College, Business or Technical College Name/Location	Dates attended	Official Major and area of emphasis	Credit hours completed	Date graduated	Type of degree obtained

Other education, trade school, correspondence etc. (Please specify as above).

## **CERTIFICATION:**

Be careful that you have answered all questions on your application correctly and consider all statements fully so that your eligibility can be decided on all the facts. **Sign your name below in ink.**

The information I have given on this application is true and correct to the best of my knowledge. Nephi City is authorized to make investigation to verify the information contained in this application; any misrepresentation or falsification may subject me to disqualification or dismissal.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_  
(1<sup>st</sup> initial)      (2<sup>nd</sup> initial)      (Last Name)

**Nephi City Corporation Is An Equal Opportunity Employer**  
and provides by city code that

employment and promotion shall be based on merit and qualification, and shall in no way be influenced by race, religion, sex, color, nation origin, age or handicap.